

17 117 subject

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Deputy Director
for Administration

7 February 1986

NOTE FOR: Director of Personnel

Bob,

Ex Dir approved this proposal. But
let's see what we can do to limit cost,
focus evaluation, and make sure the
answers (even if we get what we perceive
we want) are useful in the end.

Dick Kerr

Attachment

ROUTING AND R

RD SHEET

SUBJECT: (Optional)

Development of CIA Job Evaluation System

FROM:

Robert W. Magee
Director of Personnel

EXTENSION

NO

D/Pers

85-3322

DATE

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1.	General Counsel 3S03	13 DEC 1985	Sub Same OK	D	<p>The attached proposal to develop a new job evaluation system for the Agency was originally submitted in May 1985. At that time, you deferred action until a later date. Since then, the IG, during its review of PMCD, recommended that the job evaluation system be developed and you concurred. This proposal outlines a statement of work which our consultant would follow to develop a new job evaluation system and compare our jobs to the external market using the new system. This will complete our responses to specific IG recommendations.</p> <p>We have forwarded a proposed SIS Notice to you implementing the revisions in SIS classification policy you approved in IG Recommendation 1.</p> <p>Recommendation 2 concerning an ExCom meeting on Agency average grade policy was addressed in a memorandum to the ExDir from the DDA.</p> <p>PMCD is actively pursuing with the Directorates the use of rotational officers from the Directorates to participate in position management surveys per Recommendation 3.</p> <p>PMCD has already implemented a program for formally notifying officers of survey results prior to submission of the survey report.</p>
2.	Asst. Gen Counsel.	13 Dec 85		py	
3.	Comptroller 7C21 Hqs.				
4.					
5.	DDA Registry 7D18 Hqs.	✓	✓	✓	
6.					
7.	Deputy Director for Administration	12/23			
8.	COMPTROLLER	1/5/86			
9.	Executive Registry 7E12 Hqs.	8 JAN 1986			
10.					
11.	W3 Executive Director				
12.					
13.	Deputy Director for Central Intelligence				
14.					
15.	D/OP				

OVER

FORM
1-79610 USE PREVIOUS
EDITIONS

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CONFIDENTIAL
D/P/MS 85-3342
DD/A Registry 85-4255

DEC 13 1985

MEMORANDUM FOR: Deputy Director of Central Intelligence

VIA: Executive Director
Comptroller
Deputy Director for Administration
General CounselFROM: Robert W. Magee
Director of Personnel

SUBJECT: Development of a CIA Job Evaluation System

1. Action Requested: Your approval of the recommendation contained in paragraph 3 to develop a new Agency job evaluation plan per your approval of the Inspector General recommendation contained in his recent survey of the Position Management and Compensation Division (PMCD) of the Office of Personnel.

2. Background: In May of 1985, I forwarded to you a recommendation that we undertake the development of a new job evaluation system for the Agency. At that time, you deferred action on the recommendation. When the Inspector General reviewed PMCD operations in the summer of 1985, he recommended that you reconsider our proposal and proceed with the development of a new job evaluation (position classification) system.

Historically, the Agency has attempted to use the position classification system used by other Federal agencies. However, over the years we have had to make many modifications to this system to meet unique circumstances within the Agency. As a result, it has become clear that the Federal classification system does not serve us effectively as a tool to relate our jobs to each other internally, or to address the differences between our jobs and those of other organizations externally.

The Office of Communications (OC) grade banding experiment and the imminent proposal of an alternative pay plan for secretaries have been viewed as steps toward a comprehensive system more closely tailored to Agency needs. Currently we have expressions of interest in grade banding from the Office of Information Technology, DA; the Information Management Staff, DO; the Analytic

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SUBJECT: Development of a CIA Job Evaluation System

Support Group, DI; and the Office of SIGINT Operations, DS&T. As we proceed further with expansion of the grade banding program without addressing the issues of internal and external equity, we risk serious damage to the occupational equities within the Agency. The proposed job evaluation study would solve this problem and help us determine what changes in the current system are possible.

We believe that the development of a new job evaluation system can be accomplished for approximately \$450,000. The funds necessary to undertake this study are not available within the Office of Personnel, and will need to be made available from elsewhere. We have attached a memorandum to the Director of Logistics requesting that he procure the consulting services necessary to begin this very important study. We estimate that the development of a new job evaluation plan which will adequately serve the needs of the Agency in the future will take approximately one year, with the assistance of an external consulting firm, from the time it is initiated until the plan is completed and validated. Installation of the new system would begin after validation.

3. Recommendation: That you approve the use of an external consultant to undertake the development of a new job evaluation for the Agency at a cost not to exceed \$450,000.

STAT


Robert W. Magee

Attachment

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SUBJECT: Development of a CIA Job Evaluation System

CONCUR:

STAT

[Redacted Signature]

13 Dec 85
Date

JW General Counsel

STAT

[Redacted Signature]

12/23/85
Date

xx

Deputy Director for Administration

ILLEGIB

[Redacted Signature]

1/5/86
Date

ILLEGIB

Comptroller

[Redacted Signature]

Executive Director

Date

APPROVED:

STAT

[Redacted Signature]

2-7-86
Date

Deputy Director for Central Intelligence

* I concur with the requirement but have no idea where the \$450,000 would come from. We need a consultant? Don't we know more about this business than an outsider?

** I think this is a necessary study and will try to find the money. CIA's job evaluation system needs to be examined before we can make progress in developing a compensation system that meets our current needs. DKerl